

## Lanesborough Police Chief Job Description

**Definition:** The role of the Police Chief is to plan, organize, direct and supervise a Police Department, reflective of the community's values, to: provide unbiased, just, effective and efficient law enforcement, protect life and property, prevent crime, control traffic, obtain evidence, and apprehend those suspected of violating the law. Employee is required to perform all similar or related duties.

### **Supervision**

*Supervision Received:* Works under the direction of the Town Manager and is responsible to the Board of Selectmen.

*Supervision Given:* Supervises police officers by providing policies, standard operating procedures, assigning tours of duty, giving instructions, and reviewing work  
Supervises, assists, instructs, assigns and disciplines all police personnel;  
Provides programs for continued professional development of police personnel;

### **Job Environment:**

- Operates as a member of the Town's management team, meeting periodically with Town Manager and Board of Selectmen to understand Town priorities, challenges, and plans, and to assure their understanding of public safety challenges and Police Department plans, routines, and procedures.
- Operates motor vehicle, all police equipment, computer, and other standard office equipment; required to wear appropriate uniform and equipment.
- Performs highly responsible duties requiring the exercise of considerable independent judgment in supervision of the Police Department.
- Work is performed in office, automobile, and outdoors with exposure to various weather conditions and the hazards associated with police and public safety work, with exposure to the possibility of personal injury or even death.
- Frequent periods at computer terminal or on telephone
- Has frequent contact, requiring perceptiveness and discretion, with other Town officials, Town boards and commissions, the courts, attorneys, other police departments and officers, local, State, and Federal agencies, and with the general public.
- Has access to all department-related confidential information including personnel, investigation, arrest, and criminal records.
- Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

## **Essential Duties and Responsibilities**

*The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

### **Essential Functions:**

- Maintains regular communication with Town Manager regarding any significant deviations from routine, or any noteworthy problems, issues, or successes. As requested by Town Manager, advises the Board of Selectmen concerning unusual developments.
- With the Town Manager, subject to Board of Selectmen's approval, plans the most cost-effective operations and staffing for the Department, short- and long-term.
- Collaborates and coordinates with Baker Hill Road District, Lanesborough Fire/Water District, and relevant departments in nearby towns, consistent with long-term improvements in cost-effectiveness of Lanesborough Police Dept.
- Manages and supervises Department personnel, including training, work assignments, scheduling, rules, policies, procedures, discipline; manages any searches for new employees. Develops, oversees and manages any special, auxiliary, and/or reserve personnel.
- Collaborates with Town financial and administrative personnel to plan and oversee Department finances, including development and maintenance of 10-year capital budget, preparation and management annual budget, furnishes relevant documentation to support budgetary requests, use of appropriate procurement procedures, and approval of expenses. Works with the Town Manager and independently to obtain State and Federal grants and other funding for department projects and purchases.
- Assures maintenance of Department records and correspondence.
- Interfaces with the public and media on police matters, and is in frequent contact with County, State and Federal agencies to share information and to ensure compliance with all laws and regulations affecting the work of the Department; on request, provides information at Town Meeting.
- Assures proper handling and custody of funds, property, and information received by the Department.
- Establishes/maintains specifications for equipment, uniforms, vehicles, weapons, ammunition, and other Department assets.
- Operates motor vehicles, weapons, and Departmental equipment.
- Assures following of prescribed safety and preventive maintenance procedures.
- Works regular shifts as a police officer.
- Cross trains officers in all duties to ensure availability for internal coverage in the event an assigned officer is unable to perform their duties including but not limited to paperwork, report writing, submission of bills, payroll and outside detail pay,
- Conducts annual performance evaluations of all police department personnel;
- Supervises payroll preparation and signs the payroll, in line with town payroll schedule on town approved forms
- Reviews and signs departmental bills weekly, for timely submission and payment.
- Turns over all money received to the treasurer on a weekly basis using town approved forms and in line with financial policies as amended from time to time by the Town.

- Reviews all reports and logs;
- Conducts investigations and coordinates the Town's policing services with other law enforcement and emergency services agencies
- Prepares monthly and annual reports to Select Board; reviews, prepares and files all state and federal reports as required
- Maintains a good working relationship with other town departments
- Responds to dispatched calls, crime scenes, accidents and requests for assistance from residents, businesses and other law enforcement agencies;
- as needed recommends problem solving actions to those involved in incidents
- Performs other similar or related duties as required or as situation dictates

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of modern police administration, and of approved police methods and procedures. Knowledge of Microsoft computer programs as well as other necessary office software, programs and equipment. Knowledge of the principles and practices of law enforcement, investigation, patrol, community services and related police services. Thorough knowledge of state and federal laws and regulations affecting police work;

*Ability:* Readiness and ability to operate as a member of the Town's management team. Ability and knowledge to perform Department administration and management. Ability to plan, assign and supervise the work of personnel engaged in police operations. Ability to maintain good public relations. Comprehensive technical and practical knowledge of police work, weapons, and equipment. Able to communicate effectively and efficiently verbally and in writing at all times.

*Skill:* Managerial and organizational skills. Excellent fiscal skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Proficient skill in operating office, computer applications and police equipment. Skill in contemporary police technologies and systems included at the station and in vehicles.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires constant moderate-to-strenuous physical effort. Frequently requires moving objects weighing up to 100 pounds. Work is performed under varying weather conditions. Employee is regularly required to sit, talk, hear, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. This position requires the ability to operate a keyboard and calculator at efficient speed. During patrol work, the employee may be required to climb, stoop, crouch, kneel, run, roll, and climb a ladder; employee must be able to access all areas of buildings/structures; may lift/drag/carry/move objects weighing more than 60 pounds. Vision and hearing at or correctable to normal ranges.

**Minimum Qualifications:****Education and Experience:**

Bachelor's degree in criminal justice or business management (preferred) and graduation from the police academy; Minimum of (10) ten years progressively responsible police experience with minimum (5) years in a command position in a municipal or state police department in the greater Massachusetts area.

**Special Requirements:**

MA Police Academy Certified (MPTC), CPR Certification, CORI (Criminal Offender Record Information) Certified. Licensed to Carry Class A Firearms. Possession of a Massachusetts Motor Vehicle Operator's License. First Responder Certification. Class 3 Motor Vehicle Operator's License.

Must successfully pass a Criminal Offenders Record Information (CORI), Background Check, and pre-employment physical with drug and alcohol test.

Residence within 15 miles of the Lanesborough town line or the ability to relocate within a 6 month time period (with an option to extend to 1 year) after appointment.

**Errors and Omissions:**

Errors in judgment or omissions could result in personal injury or loss, injuries to others, damage to buildings and/or equipment, monetary loss, service delays, rework, and potential liability and other legal ramifications.

I, \_\_\_\_\_ have read, understand and agree to the requirements of this position as outlined above in this job description. Date:    /    /    .

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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